

COMSCINST <b>1700.3F</b>	COG CODE <b>N00A</b>	DATE <b>5 DEC 96</b>
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DEPARTMENT OF THE NAVY  
 COMMANDER MILITARY SEALIFT COMMAND  
 WASHINGTON NAVY YARD BLDG 210  
 901 M STREET SE  
 WASHINGTON DC 20398-5540

COMSCINST 1700.3F  
 N00A  
 5 December 1996

## COMSC INSTRUCTION 1700.3F

Subj: SAILOR OF THE YEAR (SOY) PROGRAM

Ref: (a) OPNAVINST 1700.10J

1. Purpose. To establish the procedures for selection and recognition of the Sailor of the Year (SOY). The SOY Program will be administered in accordance with the guidance of this instruction. Amplifying information will be distributed via COMSC notice. This is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 1700.3E.

3. Background. Naval traditions and established policy of the Chief of Naval Operations (CNO) have been to identify and provide recognition of individual sailors for outstanding professional and military performance.

4. Action

a. Competition for SOY will be conducted as follows:

(1) All personnel attached to MSC will be eligible for nomination unless excluded by reference (a).

(2) Nominations for shore SOY will be prepared per reference (a), and forwarded to each of the Area Commanders for SOY selection. Each SOY will participate in competition at MSC Headquarters in February of each year for the COMSC SOY. The candidate's package will be entered in the VCNO competition.

(3) Nominations for sea SOY will be prepared in accordance with reference (a). NFAF nominations will be forwarded to NFAF EAST/WEST, screened and three finalists will be selected for interviews. One will be selected as NFAF EAST/WEST SOY. Special mission units forward nominations to MSCLANT/PAC via TAGOS Project Officer, as appropriate. Preposition units forward

nominations to MSCLANT/PAC via MSC EUR/FE. These final three nominations will compete for MSCLANT/PAC SOY. The selected candidate package will be forwarded to Headquarters for endorsement and will be entered in the CINCPACFLT or CINCLANTFLT competition, as appropriate.

(4) There will be a screening board at each level of competition with face to face interview of the candidates. It is understood that at small offices or military detachments the board may only consist of an officer and a chief. Ideal composition is the Command Chief/Senior Chief/Master Chief and no less than two other E-7/8/9s. The selection boards for the sea SOY will be chaired by the NFAF EAST Command Master Chief and NFAF WEST Command Master Chief respectively. The selection boards for the shore SOY will be chaired by the COMSC Force Master Chief.

(5) Candidates must be made available for interviews at the finalists competition for sea and shore SOY. All TAD and travel requests for nominees will be supported in accordance with reference (a).

b. Press Release. COMSC (N00P) shall prepare and submit a press release to **SEALIFT** and hometown newspapers.

5. Coordination. COMSC coordinator for the Sailor of the Year Program is the Force Master Chief, Code N00A, Washington Navy Yard Bldg 210, 901 M Street SE, Washington DC 20398-5540.

6. Awards. The COMSC sea/shore SOY shall receive:

- a. Navy and Marine Corps Commendation Medal.
- b. COMSC plaque.

Distribution:

COMSCINST 5000.19

List I (Case A, B, C, D)

SN DL 41B (MSC Area Commanders)  
41C (MSC Subarea Commanders)  
41D3 (MSC Offices)  
41G (COMFSRON ONE)  
41J (OICMILDEPTs)  
41K (MSC Units)  
41L (COMPSRONs)  
41M (MSC TAGOS Project Office & Detachment)

NFAF EAST/WEST